



Finance Committee Agenda

July 10, 2017

4:30 PM

Administration Conference Room, City Hall

- 1. Call to Order**
- 2. Financial Updates**
 - A. Budget Variance Report
- 3. Action Items**
 - A. Approve the minutes from the June 12, 2017, meeting
 - B. Approve a professional services agreement with George Butler Associates for the consulting engineering services associated with the Route 9 improvements from Route 45 to Clark Avenue (Administration)
- 4. Non-Action Items**
 - A. 2018 Budget Calendar
- 5. Unfinished Business (postponed from prior meetings)**
- 6. Other Business**
- 7. Adjourn**

BUDGET VARIANCE REPORT
 General Fund Expenses
 As of 3/31/2017

Expenditures	----- 2016 -----				----- 2017 -----				----- FY 2017 Projections -----				Notes
	Budget	YTD as of 3/31/2016	% of Budget	2016 Total Expenditures	Budget	YTD as of 3/31/2017	% of Budget	Remaining Budget	Avg Monthly Expense	Projected 2017	Projected (Over)/Under		
Administration													
Personnel	459,598	94,125	20%	446,992	492,460	125,282	25%	367,178	41,761	472,702	19,758	Adjustment - Extra pay period in March	
Insurance	146,499	71,688	49%	144,272	150,589	11,788	8%	138,801	3,929	150,170	419		
Utilities	73,270	12,745	17%	67,486	73,720	19,821	27%	53,899	6,607	79,282	(5,562)		
Capital Expenditures	1,200	-	0%	837	650	156	24%	494	52	624	26		
Office Expenditures	7,300	1,885	26%	8,727	7,050	7,713	109%	(663)	2,571	7,050	-	Adjustment - Miscode of City Attorney Services (\$5,400)	
Maintenance	42,200	14,622	35%	57,604	44,500	10,134	23%	34,366	3,378	40,538	3,962		
City Services	22,396	11,204	50%	16,956	15,800	3,961	25%	11,839	1,320	12,545	3,255	Adjustment - No zoning code update this year (\$3,000)	
Professional Fees	246,120	56,722	23%	205,646	298,222	61,127	20%	237,095	20,376	305,990	(7,768)	Adjustment - Inclusion of Salary Survey (\$21,480) and anticipated use of \$40,000 set aside for NID Development	
Other Expenditures	13,400	2,397	18%	16,661	15,200	5,347	35%	9,853	1,782	18,175	(2,975)	Adjustment - Inclusion of TASER (\$1,362) and AED (\$1,613) to be reimbursed via Fund 81	
Operating Expenses	1,011,983	265,388	26%	965,181	1,098,191	245,330	22%	852,861	81,777	1,087,076	11,115		
Police													
Personnel	935,932	167,343	18%	845,173	979,488	251,386	26%	728,102	83,795	945,774	33,714	Adjustment - Extra pay period in March	
Insurance	181,438	48,280	27%	158,010	156,048	28,664	18%	127,384	9,555	146,691	9,357		
Utilities	5,400	797	15%	4,405	5,400	853	16%	4,547	284	3,410	1,990		
Office Expenditures	24,750	2,691	11%	22,241	24,850	4,181	17%	20,669	1,394	18,725	6,125	Adjustment - REJIS Services Contract (\$2,000)	
Maintenance	65,300	9,274	14%	36,401	65,800	7,118	11%	58,682	2,373	28,472	37,328	Vehicle Gas & Oil projections show only half of budget line item being utilized. No adjustment needed.	
City Services	9,200	424	5%	6,108	8,700	460	5%	8,240	153	3,840	4,860		
Other Expenditures	1,850	50	3%	161	1,850	-	0%	1,850	-	-	1,850		
Operating Expenses	1,223,870	228,859	19%	1,072,499	1,242,136	292,662	24%	949,474	97,554	1,146,911	95,225		
Municipal Court													
Personnel	104,941	29,599	28%	107,213	110,605	28,062	25%	82,544	9,354	107,972	2,633	Adjustment - Extra pay period in March	
Insurance	13,860	3,769	27%	12,451	12,425	1,835	15%	10,590	612	9,296	3,129		
Utilities	120	40	33%	130	120	50	42%	70	17	200	(80)		
Office Expenditures	9,350	1,977	21%	5,792	9,250	898	10%	8,352	299	5,594	3,656	Adjustment - Fine envelope printing and file jackets (\$2,000)	
Maintenance	3,900	35	1%	2,842	4,300	38	1%	4,262	13	2,953	1,347	Adjustment - Maintenance agreement with Tyler Technologies for the Incode court module (\$2,800)	
City Services	20,800	2,755	13%	11,729	18,800	278	1%	18,522	93	11,110	7,690	Adjustment - Boarding of prisoners and bailiff were below average in 1st quarter, but would anticipate an increase the remainder of the year.	
Other Expenditures	500	-	0%	316	400	6	2%	394	2	24	376		
Operating Expenses	153,471	38,175	25%	140,473	155,900	31,167	20%	124,733	10,389	137,149	18,751		
Public Works													
Personnel	160,352	26,883	17%	152,869	172,866	40,526	23%	132,340	13,509	152,566	20,300	Adjustment - Extra pay period in March	
Insurance	14,448	3,502	24%	13,408	17,860	5,506	31%	12,354	1,835	19,378	(1,518)		
Utilities	720	161	22%	727	730	161	22%	569	54	644	86		
Office Expenditures	1,400	102	7%	1,111	1,300	32	2%	1,268	11	1,300	-	Adjustment - Supplies to be ordered later in the year	
Maintenance	3,350	702	21%	2,808	3,500	702	20%	2,798	234	3,500	-		

BUDGET VARIANCE REPORT
 General Fund Expenses
 As of 3/31/2017

<i>Expenditures</i>	----- 2016 -----				----- 2017 -----				----- FY 2017 Projections -----				Notes
	Budget	YTD as of 3/31/2016	% of Budget	2016 Total Expenditures	Budget	YTD as of 3/31/2017	% of Budget	Remaining Budget	Avg Monthly Expense	Projected 2017	Projected (Over)/Under		
Professional Fees	35,000	900	3%	10,527	30,000	1,700	6%	28,300	567	45,148	(15,148)	Adjustment - Friends field design budgeted in 2016 not completed until 2017 (\$6,400). Lewis street study (\$8,748.46) will be reimbursed at 75%	
Other Expenditures	500	18	4%	270	500	226	45%	274	75	903	(403)		
Operating Expenses	215,770	32,268	15%	181,721	226,756	48,852	22%	177,904	16,284	223,440	3,316		
Community Development													
Personnel	268,322	39,737	15%	227,496	251,087	63,148	25%	187,939	21,049	232,738	18,349	Adjustment - Extra pay period in March, longevity bonus, higher-than-anticipated costs for upcoming out-of-state ICC trainings	
Insurance	27,701	6,121	22%	22,805	22,551	4,891	22%	17,660	1,630	20,009	2,542		
Utilities	1,600	264	17%	1,630	1,600	264	16%	1,336	88	1,056	544		
Office Expenditures	4,670	231	5%	3,339	3,950	708	18%	3,242	236	2,831	1,119		
Maintenance	2,250	155	7%	1,090	1,700	192	11%	1,508	64	769	931		
City Services	7,000	1,335	19%	2,175	5,500	601	11%	4,899	200	2,403	3,097		
Professional Fees	4,500	250	6%	1,270	6,300	250	4%	6,050	83	4,000	2,300	Adjustment - NPDES II/Arcview (\$3,000)	
Other Expenditures	350	119	34%	565	350	-		350	-	-	350		
Operating Expenses	316,393	48,214	15%	260,369	293,038	70,054	24%	222,984	23,351	263,806	29,232		
Street Department													
Personnel	285,017	55,486	19%	275,705	305,280	83,084	27%	222,196	27,695	300,102	5,178	Adjustment - Extra pay period in March, longevity bonuses	
Insurance	73,429	24,616	34%	68,252	68,598	12,685	18%	55,913	4,228	61,923	6,675		
Utilities	15,060	2,698	18%	12,797	15,400	3,182	21%	12,218	1,061	12,729	2,671		
Office Expenditures	9,900	481	5%	8,896	9,900	599	6%	9,301	200	7,997	1,903	Adjustment - Uniforms purchased later in year (\$3,000), anticipated shop supplies	
Maintenance	-	78	N/A	-	-	-	N/A	-	-	-	-		
City Services	16,000	20	0%	19,414	23,148	22	0%	23,126	7	22,047	1,101	Adjustment - MARC HHW Contract (\$6,547), Clean up and Recycling Events (\$14,500), Mosquito & Weed Control (\$1,000)	
Other Expenditures	250	-	0%	74	250	53	21%	197	18	250	-		
Operating Expenses	399,656	83,378	21%	385,137	422,576	99,625	24%	322,951	33,208	405,048	17,528		
Parks Department													
Personnel	183,442	22,121	12%	159,758	188,623	36,289	19%	152,334	12,096	190,945	(2,322)	Adjustment - Extra pay period in March, Summer seasonal employees	
Insurance	29,940	7,917	26%	30,024	26,931	4,172	15%	22,759	1,391	24,297	2,634		
Utilities	33,200	5,094	15%	28,662	33,200	5,653	17%	27,547	1,884	28,611	4,589	Adjustment - Utilities are month behind	
Office Expenditures	25,275	4,312	17%	23,504	28,975	2,656	9%	26,319	885	28,624	351	Adjustment - Summer park expenses and improvements	
Maintenance	50,150	7,526	15%	36,366	48,250	2,671	6%	45,579	890	46,000	2,250	Adjustment - Increased summer park maintenance work	
City Services	33,000	1,113	3%	45,176	46,500	567	1%	45,933	189	44,000	2,500	Adjustment - PLP wetland Mowing x2 per year (\$3,300), TRIM Grant and other Tree Trimming (\$18,000), Tree Planting (\$5,000)	
Other Expenditures	1,000	235	24%	772	1,000	35	4%	965	12	1,000	-		
Operating Expenses	356,007	48,319	14%	324,262	373,479	52,043	14%	321,436	17,348	363,477	10,002		
Nature Sanctuary													
Personnel	27,181	1,645	6%	21,350	27,431	4,839	18%	22,592	1,613	27,357	74	Adjustment - Summer camp/s not included	
Utilities	600	20	3%	218	600	64	11%	536	21	256	344		
Office Expenditures	4,750	54	1%	5,136	4,770	26	1%	4,744	9	3,804.36	966	Adjustment - Summer camp/s materials (\$3,700)	
Maintenance	6,500	285	4%	6,609	6,750	187	3%	6,563	62	5,949.56	800	Adjustment - Planned tree trimming (\$4,000), NS Porta Potties (\$1,200)	

BUDGET VARIANCE REPORT
 General Fund Expenses
 As of 3/31/2017

<i>Expenditures</i>	----- 2016 -----				----- 2017 -----				----- FY 2017 Projections -----				Notes
	Budget	YTD as of 3/31/2016	% of Budget	2016 Total Expenditures	Budget	YTD as of 3/31/2017	% of Budget	Remaining Budget	Avg Monthly Expense	Projected 2017	Projected (Over)/Under		
City Services	150	-	0%	55	150	-	0%	150	-	150	-	Adjustment - Planned weed killer purchase.	
Other Expenditures	500	49	10%	178	500	-	0%	500	-	500	-	Adjustment - Planned equipment Rental.	
Operating Expenses	39,681	2,053	5%	33,545	40,201	5,117	13%	35,084	1,706	38,017	2,184	-	
Public Information													
Personnel	12,300	950	8%	11,000	12,300	3,000	24%	9,300	1,000	12,000	300		
Capital Expenditures	200	-	0%	-	100	-	0%	100	-	-	100		
Office Expenditures	500	-	0%	559	200	-	0%	200	-	-	200		
Maintenance	560	-	0%	699	660	-	0%	660	-	660	-	Adjustment - Planned annual subscription fees	
Other Expenditures	250	-	0%	-	-	-	N/A	-	-	-	-		
Operating Expenses	13,810	950	7%	12,258	13,260	3,000	23%	10,260	1,000	12,660	600		
Information Technology													
Personnel	21,000	2,217	11%	21,159	20,400	3,128	15%	17,272	1,043	15,742	4,658	Adjustment - Updated to account for recent invoices	
IT Expenditures	20,850	2,372	11%	21,953	27,383	1,979	7%	25,404	660	28,852	(1,469)	Adjustment - Additional equipment (\$3,000), Tyler Technologies (\$16,938), Spam blocker price increase (\$1,000)	
Maintenance	2,124	354	17%	2,124	2,124	531	25%	1,593	177	2,124	-		
Operating Expenses	43,974	4,943	11%	45,236	49,907	5,637	11%	44,270	1,879	46,718	3,189		
General Fund Capital Outlay													
Administration	-	-	N/A	6,699	83,745	26	0%	83,719	9	60,724	23,021	Adjustment - Carpet replacement phase 1 deferred to 2018. Building Safety Upgrades to be completed mid-summer.	
Police	42,535	-	0%	42,031	41,150	4,040	10%	37,110	1,347	41,150	-	Adjustment - New police car included in projections	
Public Works	-	-	N/A	31,855	94,000	-	0%	94,000	-	94,000	-	Adjustment - PAC Pond Maintenance, PAC Pond Reimbursement to QT, Storm Sewer Evaluation scheduled 3rd Quarter	
Municipal Court	-	-	N/A	-	-	-	N/A	-	-	-	-		
Community Development	109,000	1,330	1%	98,241	9,000	14,838	165%	(5,838)	4,946	14,838	(5,838)	Adjustment - New car upgrades budgeted in 2016 not completed until 2017. Zoning Code final payment budgeted in 2016 not completed until 2017. No further purchases anticipated	
Streets	-	-	N/A	-	-	-	N/A	-	-	-	-		
Parks	194,500	16,135	8%	116,578	151,000	-	0%	151,000	-	145,380	5,620	Adjustment - Projects to be completed 2nd through 4th quarter.	
Nature Sanctuary	-	-	N/A	-	-	-	N/A	-	-	-	-		
PIO/IT	5,000	4,925	98%	4,924	6,000	-	0%	6,000	-	6,000	-	Adjustment - Computers recently ordered, but have not been invoiced.	
Capital Outlay	351,035	22,390	6%	300,328	384,895	18,904	5%	365,991	6,301.24	362,092	22,803		
Transfers													
To Projects Fund (95)	-	-	N/A	15,910	-	-	N/A	-	-	-	-		
To Debt Service Fund (22)	-	-	N/A	-	-	-	N/A	-	-	-	-		
To Emergency Reserve Fund (50)	317,500	79,375	25%	317,500	317,500	79,375	25%	238,125	26,458	317,500	0		
Transfers	317,500	79,375	25%	333,410	317,500	79,375	25%	238,125	26,458	317,500	0		
Total of General Fund:	4,443,150	854,313	19%	4,054,419	4,617,839	951,765	21%	3,666,074	317,255	4,403,893	213,946		

BUDGET VARIANCE REPORT
 Sewer Fund Expenses
 As of 3/31/2017

<i>Expenditures</i>	----- 2016 -----				----- 2017 -----				----- FY 2017 Projections -----			Notes
	Budget	YTD as of 3/31/2016	% of Budget	2016 Total Expenditures	Budget	YTD as of 3/31/2017	% of Budget	Remaining Budget	Avg Monthly Expense	Projected 2017	Projected (Over)/Under	
Sewer Fund Operating Expense												
Personnel	15,698	3,186	20%	18,669	17,893	4,962	28%	12,931	1,654	18,599	(706)	Adjustment - Extra pay period in March
Insurance	6,805	810	12%	9,188	6,017	716	12%	5,301	239	2,864	3,153	
Utilities	52,180	7,210	14%	48,426	45,980	8,571	19%	37,409	2,857	44,285	1,695	Adjustment - Utility bills are a month behind
Office Expenditures	10,450	1,793	17%	9,015	8,250	2,049	25%	6,201	683	8,196	54	
Maintenance	58,480	37,685	64%	82,641	45,000	6,693	15%	38,307	2,231	45,000	-	Adjustment - Pump station repairs
City Services	86,000	8,749	10%	74,406	86,000	36,142	42%	49,858	12,047	122,000	(36,000)	
Professional Fees	304,983	76,656	25%	311,717	306,800	80,842	26%	225,958	26,947	393,000	(86,200)	
Other Expenditures	4,000	354	9%	4,435	4,000	15	0%	3,985	5	60	3,940	
Operating Expenses	538,596	136,442	25%	558,497	519,940	139,989	27%	379,951	46,663	634,004	(114,064)	
Capital Expenses												
Equipment & Machinery	3,000	-	0%	375	7,000	5,894	84%	1,106	1,965	7,000	-	Adjustment -Two tires and four rims on tractor. No further purchases anticipated.
Sewer Plant Improvements	156,200	-	0%	11,049	81,000	-	0%	81,000	-	81,000	-	Adjustment - WWTP Building improvements (\$6,000) and access drive (\$13,000). bar screen and clarifier drives deferred.
Pump Station Improvements	37,700	8,952	24%	8,952	151,000	260	0%	150,740	87	111,600	39,400	Adjustment - Pump station improvements scheduled after 1st quarter
Line Maintenance	636,300	10,463	2%	476,316	164,000	101,448	62%	62,552	33,816	138,655	25,345	Adjustment - Phase 3 completed in 1st Quarter, Riverchase, and CCTV, and manhole finalization
Other Maintenance	5,000	-	0%	-	50,000	-	0%	50,000	-	50,000	-	
Capital Subtotal	838,200	19,414	2%	496,692	453,000	107,602	24%	345,398	35,867	388,255	64,745	
Debt Service												
Debt Service for SRF	185,495	29,491	16%	162,520	181,701	50,812	28%	130,889	16,937	181,701	-	Adjustment - Correction for timing
Debt Service Subtotal	185,495	29,491	16%	162,520	181,701	50,812	28%	130,889	16,937	181,701	-	
Transfers												
To General Fund (10)	103,530	25,883	25%	103,530	150,000	37,500	25%	112,500	12,500	150,000	-	
Operating Expenses	103,530	25,883	25%	103,530	150,000	37,500	25%	112,500	12,500	150,000	-	
Total of Sewer Fund:	1,665,821	211,229	13%	1,321,240	1,304,641	335,903	26%	968,738	111,968	1,353,960	(49,319)	

BUDGET VARIANCE REPORT
 Transportation Fund Expenses
 As of 3/31/2017

<i>Expenditures</i>	----- 2016 -----				----- 2017 -----				----- FY 2017 Projections -----				Notes
	Budget	YTD as of 3/31/2016	% of Budget	2016 Total Expenditures	Budget	YTD as of 3/31/2017	% of Budget	Remaining Budget	Avg Monthly Expense	Projected 2017	Projected (Over)/Under		
Street Department - Capital													
Crack Seal Project	15,000	-	0%	10,155	15,000	-	0%	15,000	-	15,000	-	Adjustment - Crack Seal Project	
Street Striping	20,000	-	0%	13,833	15,000	-	0%	15,000	-	15,000	-	Adjustment - Street Striping	
Asphalt Overlay Program	225,000	-	0%	260,432	888,824	-	0%	888,824	-	888,824	-	Adjustment - Asphalt Overlay Program	
Equipment	128,000	-	0%	116,954	127,000	-	0%	127,000	-	127,000	-	Adjustment - Equipment	
Major Project Improvements (Route 9)	-	-	N/A		1,279,112	28,185	2%	1,250,927	9,395	1,279,112	-	Adjustment - Major Project Improvements (Route 9)	
Curb & Sidewalk Program	100,000	-	0%	106,928	211,176	-	0%	211,176	-	211,176	-	Adjustment - Curb & Sidewalk Program	
Operating Expenses	488,000	-	0%	508,302	2,536,112	28,185	1%	2,507,927	9,395	2,536,112	-		
Street Department - Operating													
Building Maintenance	5,000	137	3%	625	5,000	107	2%	4,893	36	4,400	600	Adjustment - Repair work anticipated later in the year	
Vehicle Maintenance	10,500	2,049	20%	6,362	10,500	1,553	15%	8,947	518	6,200	4,300		
Fuel	25,500	2,261	9%	12,165	20,000	2,792	14%	17,208	931	14,000	10,000	Adjustment - Additional driving for summer street repairs	
Snow Removal	40,000	14,482	36%	30,205	40,000	14,393	36%	25,607	4,798	35,000	5,000	Adjustment - One additional purchase of snow removal material	
Storm Sewer Repair	2,500	-	0%	5,781	5,000	608	12%	4,393	203	5,000	-		
Street Repair Materials	15,000	1,158	8%	3,919	15,000	521	3%	14,479	174	10,000	5,000	Adjustment - Street repair material purchases	
Street Lights	260,000	44,512	17%	256,007	260,000	61,454	24%	198,546	20,485	245,818	14,182		
Street Signs	2,500	-	0%	1,946	2,500	378	15%	2,122	126	2,500	-		
Street Sweeping	15,000	-	0%	9,464	15,000	25	0%	14,975	8	15,000	-	Adjustment - Street sweeping contract signed	
Tree Trimming & Removal	6,000	-	0%	3,455	6,000	-	0%	6,000	-	6,000	-	Adjustment - Prior year averages/planning for summer storms	
Rental Equipment	3,000	-	0%	-	3,000	-	0%	3,000	-	1,500	1,500		
Miscellaneous	1,000	-	0%	-	1,000	-	0%	1,000	-	800	200		
Operating Expenses	386,000	64,599	17%	329,928	383,000	81,829	21%	301,171	27,276	346,218	36,782		
Transfers													
To General Fund (10)	240,000	60,000	25%	190,000	225,000	28,062	12%	196,939	9,354	235,202	(10,202)	Adjustment - Fund transfer to reimburse Streets Division for transportation related expenses. Street financing first payment (\$10,202)	
To Debt Service	-	-	N/A	-	-	-	N/A	-	-	-	-		
Operating Expenses	240,000	60,000	25%	190,000	225,000	28,062	12%	196,939	9,354	235,202	(10,202)		
Total of Transportation Fund:	1,114,000	124,599	11%	1,028,230	3,144,112	138,075	4%	3,006,037	46,025	3,117,532	26,580		



**Finance Committee Meeting
June 12, 2017**

Administration Conference Room, City Hall

Minutes

1. CALL TO ORDER

Chair Sportsman called the meeting to order at 4:30 p.m. A quorum was present.

- **Members Present:** Chair Marc Sportsman, Vice Chair Dave Rittman, Nan Johnston, Robert Lock and Tina Welch
- **Other Aldermen Present:** Brian T. Whitley (*joined meeting at 4:35 p.m.*)
- **City Staff Present:** City Administrator Joe Parente, Police Chief Kevin Chrisman, Finance/Human Resources Director Matthew Chapman, Assistant to the City Administrator Tim Blakeslee, Public Works Operations Director Alan Schank, City Clerk Melissa McChesney and Community Development Director Stephen Lachky (*joined at 4:46 p.m.*)
- **Others Present:** Michael Keenan, Cochran Head Vick & Co., P.C.

2. FINANCIAL UPDATES

3. ACTION ITEMS

A. Approve the minutes from the May 30, 2017, meeting

Robert Lock moved to approve the May 30, 2017, minutes. Tina Welch seconded; motion passed 5-0.

B. Review and approve the audit for the City of Parkville for fiscal year 2016 as prepared by Cochran Head Vick & Co., P.C

Finance/Human Resources Director Matthew Chapman said that the City contracted with Cochran Head Vick & Co. for the 2015 audit and identified areas to improve that included financial reporting.

Michael Keenan, Cochran Head Vick & Co., P.C, provided an overview of the 2016 audit, noting that no illegal acts came to their attention, the City adopted Statement of Governmental Accounts Standards (GASB) No. 72 and there were no disagreements with management that were not satisfactorily resolved.

The Finance Committee discussed the loss shown in the Sewer Fund and the additional funds in Municipal Court which had been carried over since 2012. Discussion also focused on the corrected misstatements, additional staff training for GASB pronouncements, the allocation from the Sewer Fund to the General Fund and debt ratios. It was noted that the City's debt ratios were comparable to other cities of the same size with the difference being from the neighborhood improvement district debt. The Committee also discussed tracking budget amendments which was an issue found in the 2015 audit.

Lock moved to recommend that the Board of Aldermen approve the audited financial statements for the fiscal year ended December 31, 2016. Dave Rittman seconded; motion passed 5-0.

C. Approve Change Order No. 1 with Terry Snelling Construction for additional curb and sidewalk repairs

Assistant to the City Administrator Tim Blakeslee stated that the original agreement was approved by the Board of Aldermen in April and the bid was \$213,000 under budget. Staff recommended a change order for a portion of the funds for an additional 3,000 lineal feet of curb work.

The Finance Committee recommended that staff prepare a change order for additional mill and overlay work for approval by the Board on June 20.

Lock moved to recommend that the Board of Aldermen approve Change Order No. 1 with Terry Snelling Construction for additional curb and sidewalk repairs in the amount of \$127,585.50. Rittman seconded; motion passed 5-0.

4. NON-ACTION ITEMS

A. Quarterly Projects Update

Discussion was moved from the May 30th meeting due to lack of time. Assistant to the City Administrator Tim Blakeslee provided a brief overview of the projects.

5. UNFINISHED BUSINESS

6. OTHER BUSINESS

The Finance Committee discussed cameras in the parks and Chief Chrisman said he was reviewing options.

7. ADJOURNMENT

Chair Sportsman adjourned the meeting at 5:43 p.m.

Submitted by:

Melissa McChesney
City Clerk

Approval Date

CITY OF PARKVILLE Policy Report

Date: Thursday, July 6, 2017

Prepared By:
Alysen Abel
Public Works Director

Reviewed By:
Tim Blakeslee
Assistant to the City Administrator

ISSUE:

Approve a professional services agreement with George Butler Associates (GBA) for the consulting engineering services associated with the Route 9 from Route 45 to Clark Avenue.

BACKGROUND:

On January 5, 2016, the Board of Aldermen adopted the *Route 9 Corridor Study*. The study contains preliminary engineering designs for multimodal improvements at twelve project segments along Route 9 from Route 45 to Mattox Road in Riverside, Mo. On March 15, 2016 the Board of Aldermen approved Resolution No. 16-004, which approved and endorsed an application to the Mid-America Regional Council (MARC) for federal funding via the MARC 2016 Call for Projects to help fund transportation improvements along the Route 9 corridor from Route 45 to Clark Avenue. On January 5, 2017 the City received official award of \$965,000 in federal funding through MARC.

On June 7, 2017, the City released a Request for Qualifications (RFQ) for the Engineering Design Services for the Complete Streets Improvements along Route 9 between Route 45 and Clark Avenue. On May 11, 2017, there were seven consulting firms who responded to the RFQ solicitation. The selection committee was composed of City Administrator Joe Parente, Public Works Director Alysen Abel, Community Development Director Stephen Lachky, Mike Kellam (Parkville EDC), Shelie Daniel (MoDOT), and Jeff Hardy (MoDOT). The proposals were scored using the standard scoring criteria provided by MoDOT.

After reviewing the proposals, the selection committee narrowed the list down to three firms. Interviews were scheduled on Wednesday, June 21st with the three finalists. The firms were asked to prepare a 45-minute presentation that introduced their key team members; outlined their MoDOT experience; and provided innovative ways to utilize an extra \$200,000. George Butler Associates (GBA) received the top rating from the selection committee. Their presentation not only highlighted the information requested, they also addressed concerns relating to utility coordination and right-of-way acquisition.

The estimated cost for Phase 1 and 2a of Route 9 (Route 45 to Clark Ave.) in 2017 (Design) and 2018 (Construction) is \$1,207,155. The City intends to pay the debt service for the Route 9 Improvement Project from a one percent (1.0%) community improvement district sales tax and a federal grant in the amount of \$965,000. The grant award of \$965,000 will not be available until federal fiscal year 2019-20.

Staff consulted with MARC and the Missouri Department of Transportation (MoDOT) to determine if the project can be accelerated to 2017 if the City finances the costs through a grant anticipation loan. MoDOT confirmed this could be done for Route 9 improvements, as other communities have used this approach. On February 21, 2017, the Board of Aldermen adopted an ordinance to authorize a lease purchase agreement with Bank Liberty for the 2017 Streets Enhancement Program. The lease purchase agreement allowed the City to lock in the interest rate of 2.19%.

ITEM 3B*For 07-10-17***Board of Aldermen - Finance Committee Meeting**

On Thursday, June 29, 2017 results from a mail-in election for initiating the 1% 9 Highway Corridor CID sales tax passed with unanimous support. The cooperative agreement between the City and the 9 Highway Corridor CID commits annual revenues from this 1% sales tax to be used as local match funding to support improvements outlined in the Route 9 Corridor Study. The City conservatively estimates the 9 Highway Corridor CID will bring in annual revenues of approximately \$147,300, based on the proposed district boundary.

GBA provided a comprehensive fee schedule that includes all phases of the design and construction inspection process. Their fee includes the use of subconsultants for Landscape Architecture, Geotechnical Evaluation, and Right-of-Way Acquisition. Their fee schedule is as follows:

Project Survey	\$30,857.00
Preliminary Plan Design Phase	\$71,591.00
Final Plan Design Phase	\$77,172.00
Post Design (Bidding & Inspection)	\$7,298.00
Right-of-Way Acquisition	\$42,000.00
Landscape Architecture	\$13,900.00
Geotechnical Evaluation	\$6,900.00
Grand Total	<u>\$249,718.00</u>

BUDGET IMPACT:

The 2017 Transportation Fund Capital Outlay (line item 40-520.04-71-00) includes \$1,279,112 for the expenses related to the Route 9 improvements. The anticipated professional services fees for engineering design and inspection services will be approximately 15% of the total cost of the project before contingency, which would be \$124,878.07. GBA provided a fee of \$186,978 for engineering design services (\$62,040 higher than the City's \$124,878 estimate) and \$62,800 for right-of-way acquisition, landscape architecture and geotechnical services. However, it should be noted that the City has budgeted \$249,756 for contingency costs which includes right-of-way acquisition costs. This would leave approximately \$124,916 in the City's contingency budget remaining for any additional permitting, inspection or construction costs.

The City is responsible for the 20% local match for the MARC grant. Engineering and land acquisition costs are not reimbursable items. The cost of the engineering design will solely be borne by the City, but will count towards our 20% local match.

	Cost Estimate	George Butler Associates	Cost Difference
Engineering Design & Inspection	\$124,878	\$186,918	(\$62,040)
Other Services		\$62,800	\$186,956
Contingency	\$249,756		
Total Design + Contingency	\$374,634	\$249,718	\$124,916

ALTERNATIVES:

1. Approve a professional services agreement with GBA in the amount of \$249,718.
2. Approve a professional services agreement with GBA with revisions directed by the Finance Committee.
3. Do not approve the professional services agreement and provide further direction to staff.
4. Postpone the item.

ITEM 3B

For 07-10-17

Board of Aldermen - Finance Committee Meeting

STAFF RECOMMENDATION:

Staff recommends approval of a professional services agreement with GBA for the engineering design of the Route 9 improvements from Route 45 to Clark Avenue.

POLICY:

The Purchasing Policy, Resolution No. 17-016, requires Board of Aldermen approval for all purchases above \$10,000 upon recommendation of the Finance Committee.

SUGGESTED MOTION:

I move to approve a professional services agreement with George Butler Associated for the Route 9 Improvements from Route 45 to Clark Avenue in the amount of \$249,718.

ATTACHMENTS:

1. Draft Professional Services Agreement – GBA
2. GBA Fee Proposal
3. Project Cost Estimates Spreadsheet (Segments 1 and 2A)

PROFESSIONAL SERVICES AGREEMENT

THIS SERVICE AGREEMENT, entered into on this 18th day of July 2017, by and between the CITY OF PARKVILLE, MISSOURI (“City”) and GEORGE BUTLER AND ASSOCIATES, INC. (“Service Provider”).

WHEREAS, the City requires Engineering Design Services for the Complete Streets Improvements along Route 9 between Route 45 and Clark Avenue (“Project”); and

WHEREAS, Service Provider was chosen through a qualifications-based selection process and has demonstrated the necessary expertise, experience, and personnel to complete the Project.

NOW THEREFORE, IN CONSIDERATION of the mutual covenants and agreements set forth herein, the parties mutually agree as follows:

I. SCOPE OF SERVICES

- A. The term “Services” when used in this Agreement shall mean any and all engineering and architectural services provided by the Service Provider in accordance with this Agreement.
- B. The City agrees to retain Service Provider and Service Provider agrees to perform and complete the Services described in the Exhibit A – Scope of Services and Fees, attached hereto and incorporated by reference.
- C. The City reserves the right to direct revision of the Services at the City’s discretion. Service Provider shall advise the City of additional costs and time delays, if any, in performing the revision, before Service Provider performs the revised services.
- D. Service Provider shall provide Additional Services under this Agreement only upon written request of the City and only to the extent defined and required by the City. Any additional services or materials provided by the Service Provider without the City’s prior written consent shall be at the Service Provider’s own risk, cost, and expense, and Service Provider shall not make a claim for compensation from the City for such work.

II. STANDARD OF CARE

- A. Service Provider shall exercise the same degree of care, skill, and diligence in the performance of all Services to the City that is ordinarily possessed and exercised by reasonable, prudent, and experienced professionals under similar circumstances.
- B. Service Provider represents it has all necessary licenses, permits, knowledge, and certifications required to perform the Services described herein.

III. COMPENSATION

- A. As consideration for providing the Services, the City shall pay Service Provider as follows:
 - a. Services will be billed in incremental amounts upon completion of specified tasks outlined in Exhibit A.
 - b. Service Provider is not eligible for reimbursement for miscellaneous expenses including travel, transportation, postage, etc. except as provided in Exhibit A.
- B. Service Provider shall submit an itemized invoice to the City on the first day of each month that details the Services that were provided in the month immediately prior, as well as any other charges or reimbursements to which the Service Provider is entitled by this Agreement. The City agrees to pay the balance of an approved invoice, or undisputed portions of a disputed invoice, within 30 days of the date of receipt by the City. In the event of a dispute, and prior to the invoice’s due date, City shall pay the undisputed portion of the invoice and notify Service Provider of the nature of the dispute regarding the balance.

- C. Service Provider shall maintain accounts and records, including personnel, property, and financial records, adequate to identify and account for all costs pertaining to the Agreement and such other records as may be deemed necessary by the City to assure proper accounting for all funds. These records will be made available for audit purposes to the City or any authorized representative, and will be retained for three years after the expiration of this Agreement unless permission to destroy them is granted by the City.

IV. SCHEDULE

- A. Unless otherwise directed by the City, Service Provider shall commence performance of the Services upon execution of this Agreement.
- B. Services shall be completed within the timeframe(s) outlined in Exhibit A – Scope of Services and Fees.
- C. Neither the City nor the Service Provider shall be in default of the Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party.
- D. If Service Provider’s performance is delayed due to delays caused by the City, Service Provider shall have no claim against the City for damages or payment adjustment other than an extension of time to perform the Services.

V. LIABILITY AND INDEMNIFICATION

- A. Service Provider shall indemnify, defend and hold harmless the City and its departments, elected officials, officers, employees and agents, from and against all liability, suits, actions, proceedings, judgments, claims, losses, damages, and injuries (including attorneys’ fees and other expenses of litigation, arbitration, mediation or appeal), which in whole or in part arise out of or have been connected with Service Providers’ negligence, error, omission, recklessness, or wrongful or criminal conduct in the performance of Services, including performance by Service Provider’s employees and agents; or arising from any claim for libel, slander, defamation, copyright infringement, invasion of privacy, piracy and/or plagiarism related to any materials related to materials Service Provider creates or supplies to the City, except to the extent that such claims arise from materials created or supplied by the City.
- B. Service Provider’s obligation to indemnify and hold harmless shall remain in effect and shall be binding on Service Provider whether such injury shall accrue, or may be discovered, before or after termination of this Agreement.

VI. INSURANCE

The Service Provider shall secure and maintain, at its expense, through the duration of this Agreement the insurance described on Exhibit B.

VII. ASSIGNMENT OF AND RESPONSIBILITY FOR PERSONNEL

- A. Service Provider’s assignment of personnel to perform the Services shall be subject to the City’s oversight and general guidance. The City reserves the right to request qualifications and/or reject service from any and all employees of the Service Provider.
- B. While upon City premises, the Service Provider’s employees and agents shall be subject to the City’s rules and regulations respecting its property and the conduct of employees thereon.

VIII. OWNERSHIP OF WORK PRODUCT

Service Provider agrees that any documents, materials and work products produced in whole or in part through it under this Agreement, any intellectual property rights of Service Provider therein (collectively the "Works") are intended to be owned by the City. Accordingly, Service Provider hereby assigns to the City all of its right title and interest in and to such Works.

IX. RELATIONSHIP OF THE PARTIES

- A. Service Provider represents that it has, or will secure at Service Provider's own expense, all personnel required in performing the Services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the City.
- B. All of the Services required hereunder will be performed by the Service Provider or under Service Provider's supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and Local law to perform such services.
- C. None of the work or services covered by this Agreement shall be subcontracted without the prior written approval of the City. Any work or services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this Agreement.

X. NOTICES

- A. All notices required by this Agreement shall be in writing, and unless otherwise directed by this Agreement, shall be sent to the addresses as set forth in this Section:
- B. Notices sent by Service Provider shall be sent to:

City of Parkville
Attn: Public Works Director
8880 Clark Ave.
Parkville, MO 64152
abel@parkvillemo.gov

George Butler and Associates, Inc.
Attn: Cory Clark
9801 Renner Boulevard
Lenexa, KS 66219-9745
913-577-8214

XI. TERM AND TERMINATION

- A. The effective date of this Agreement shall be the date of execution, when the Agreement is signed by both parties.
- B. The term of this Agreement shall be until the contracted duration has expired or has been terminated/no longer deemed necessary.
- C. Notwithstanding Article XI, Paragraph B, the City reserves the right and may elect to terminate this Agreement at any time, with or without cause, by giving at least ten (10) days written notice to the Service Provider. The City shall compensate Service Provider for the Services that have been completed to the City's satisfaction as of the date of termination at the rates set forth on Exhibit A, or if the appropriate compensation of services performed through the date of termination is not set forth on Exhibit A, on a pro-rata basis determined by the percentage of completion of services as described on Exhibit

A. Service Provider shall perform no activities other than reasonable wrap-up activities after receipt of notice of termination.

XII. RESOLUTION OF DISPUTES

- A. City and Service Provider agree that disputes relative to the services and the Project shall first be addressed by negotiations between the parties. Such negotiations shall take place within thirty (30) days of demand by the party seeking resolution of the dispute. If direct negotiations fail to resolve the dispute, the party initiating the claim that is the basis for the dispute shall be free to take such steps as it deems necessary to protect its interests; provided, however, that notwithstanding any such dispute Service Provider shall proceed with the services as per this Agreement as if no dispute existed.
- B. In order to preserve its rights to dispute a matter hereunder, the complaining party must submit a written notice to the other party setting forth the basis for its complaint within twenty (20) calendar days following receipt of the decision of the City Administrator as to such matter or other action on which the dispute is based.
- C. Arbitration of disputes.
 - i. Claims, except those waived as provided for elsewhere in this Agreement, which have not been resolved by the procedures described above, shall be decided by arbitration which, unless the parties mutually agree otherwise, in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association currently in effect at the time of the arbitration. The demand for arbitration shall be filed in writing with the other party to the Agreement and with the American Arbitration Association.
 - ii. A demand for arbitration may be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when institution of legal or equitable proceedings based on such Claim would be barred by the applicable statute of limitations.
 - iii. An arbitration pursuant to this Section may be joined with an arbitration involving common issues of law or fact between the City or Service Provider and any person or entity with whom the City or Service Provider has a contractual obligation to arbitrate disputes which does not prohibit consolidation or joinder. No other arbitration arising out of or relating to the Agreement shall include, by consolidation, joinder or in any other manner, an additional person or entity not a party to the Agreement or not a party to an agreement with the City, except by written consent containing a specific reference to the Agreement signed by the City and Service Provider and any other person or entities sought to be joined. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent or with a person or entity not named or described therein. The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by the parties to the Agreement shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.
 - iv. Claims and Timely Assertion of Claims. The party filing a notice of demand for arbitration must assert in the demand all Claims then known to that party on which arbitration is permitted to be demanded.

- v. Judgment on Final Award. The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

XIII. MISCELLANEOUS PROVISIONS

- A. Governing Law. This Agreement shall be governed and construed in accordance with the laws of the State of Missouri.
- B. Assignability. Service Provider shall not assign any interest on this Agreement, and shall not transfer any interest in the same (whether by assignment or invitation), without the prior written consent of the City thereto. Provided, however, that the claims for money by Service Provider from the City under this Agreement may be assigned to a bank, trust company, or other financial institution without such approval. Written notice of any such assignment or transfer shall be furnished promptly to the City.
- C. Media Announcements. Service Provider shall not be authorized to make statements to the media or otherwise on behalf of the City without express direction and consent of the City
- D. Compliance with Local Laws. Service provider shall comply with all applicable laws, ordinances, and codes of the State and local governments, and shall save the City harmless with respect to any damages arising from any tort done in performing any of the work embraced by this Agreement.
- E. Equal Employment Opportunity. During the performance of this Agreement, Service Provider agrees as follows:
 - i. Service Provider will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, religion, or sex. Service Provider will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, national origin, religion, or sex. Such action shall include, but not be limited to, employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
 - ii. Service Provider will, in all solicitation or advertisements for employees placed by or on behalf of Service Provider, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, religion, or sex.
 - iii. Service Provider will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.
- F. Authorized Employees. Service Provider acknowledges that Section 285.530, RSMo, prohibits any business entity or employer from knowingly employing, hiring for employment, or continuing to employ an unauthorized alien to perform work within the State of Missouri. Service Provider therefore covenants that it will not knowingly be in violation of subsection 1 of Section 285.530, RSMo, and that it will not knowingly employ, hire for employment, or continue to employ any unauthorized aliens to perform Services related to this Agreement, and that its employees can lawfully to work in the United States.

- G. Interest of Members of a City. No member of the governing body of the City and no other officer, employee, or agent of the City who exercises any functions or responsibilities in connection with the planning and carrying out of this Agreement, shall have any personal financial interest, direct or indirect, in this Agreement, and Service Provider shall take appropriate steps to assure compliance.
- H. Interest of Service Provider and Employees. Service Provider covenants that he/she presently has no interest and shall not acquire interest, direct or indirect, in the scope of work associated with this Agreement or any other interest which would conflict in any manner or degree with the performance of his/her services hereunder. Service Provider further covenants that in the performance of this Agreement, no person having any such interest shall be employed.
- I. Entire Agreement. This Agreement represents the entire Agreement and understanding between the parties, and this Agreement supersedes any prior negotiations, proposals, or agreements. Unless otherwise provided in this Agreement, any amendment to this Agreement shall be in writing and shall be signed by the City and Service Provider, and attached hereto.
- J. Severability. If any part, term or provision of this Agreement, or any attachments or amendments hereto, is declared invalid, void, or enforceable, all remaining parts, terms, and provisions shall remain in full force and effect.
- K. Waiver. The failure of either party to require performance of this Agreement shall not affect such party's right to enforce the same. A waiver by either party of any provision of breach of this Agreement shall be in writing. A written waiver shall not affect the waiving party's rights with respect to any other provision or breach.
- L. Third Parties. The Services to be performed by the Service Provider are intended solely for the benefit for the City. Nothing contained herein shall create a contractual relationship with, or any rights in favor of, any person or entity not a signatory to this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the date first above written.

CITY OF PARKVILLE, MISSOURI

By: _____
Nanette K. Johnston, Mayor

ATTEST:

Melissa McChesney, City Clerk

Cory Clark
Gorge Butler & Associates, Inc.

Engineering Services Fees

CLASSIFICATION	PRI	Sr ASC	ASC	Pr. Lead	Pr. AES	Des. AES	St. AES	Sr. Tech	Sr. Sp.	TEC2	SPLS	PLS	SP2	Admin.	TOTAL	GPS	Mileage	Mileage	Additional	TOTAL	TOTAL		
	\$268	\$219	\$188	\$165	\$130	\$110	\$102	\$130	\$160		\$130	\$120	\$165	\$70	HOURS	Units	Personal	Survey	Expenses	EXPENSES	COST		
Final Plans																							
Project Management																							
Internal project team meetings (2 meetings)		2	2	6	2	6	2								24					\$0.00	\$3,428.00		
Progress meetings with City (2 meetings)		4	2	8	4	4									22		\$50.00			\$50.00	\$3,582.00		
Coordination with Landscape Architects		2		8		8									18					\$0.00	\$2,638.00		
Coordination with Right of way agent				4		8									12					\$0.00	\$1,540.00		
Contract administration				4										4	8					\$0.00	\$940.00		
Develop final quantities and cost estimate				2		12									14					\$0.00	\$1,650.00		
QA/QC		4		8		8									20					\$0.00	\$3,076.00		
Submit final plans for City review				1		2									3					\$0.00	\$385.00		
Submit final plans for MoDOT review				1		2									3					\$0.00	\$385.00		
Submit revised final plans to MoDOT				1		2									3					\$0.00	\$385.00		
Roadway Design																							
Design intersection horizontal and vertical geometry				2		8									10					\$0.00	\$1,210.00		
Design sidewalk ramp details				2		4									6					\$0.00	\$770.00		
Final drainage design for enclosed storm sewer				4		16									20					\$0.00	\$2,420.00		
Finalize Title Sheet						1									1					\$0.00	\$110.00		
Finalize Typical Sections						1									1					\$0.00	\$110.00		
Develop General Notes Sheet				2		4									6					\$0.00	\$770.00		
Develop Quantity Sheet				2		4									6					\$0.00	\$770.00		
Develop Alignment Data and Coordinate Sheet				2		6									8					\$0.00	\$990.00		
Finalize Plan and Profile Sheets - Route 9 (20 Scale - 3 sheets)				4		12									16					\$0.00	\$1,980.00		
Storm Sewer Plan and Profile Sheets				4		16									20					\$0.00	\$2,420.00		
Storm Sewer Calc Sheet				2		8									10					\$0.00	\$1,210.00		
Storm Sewer Schedule				2		4									6					\$0.00	\$770.00		
Intersection Detail Sheets				2		8									10					\$0.00	\$1,210.00		
Retaining Wall Detail Sheet				1		4									5					\$0.00	\$605.00		
Standard Construction Details (CAD files provided by City)				1		2									3					\$0.00	\$385.00		
Final Cross Sections (25' interval)				4		8									12					\$0.00	\$1,540.00		
Revise final plans based on review comments				2		4																	
Utility Coordination																							
Conduct individual meetings with utilities for relocation efforts		2		4		8									14					\$0.00	\$1,978.00		
General coordination/clarifications with utilities		8		8		8									24					\$0.00	\$3,952.00		
Traffic Design																							
Pavement Marking / Signing Plans, Details, and Quantities				8				8							16					\$0.00	\$2,360.00		
Lighting Plans, Details and Quantities			2		12										14					\$0.00	\$1,936.00		
Signal Underground Design Details and Quantities				4				8							12					\$0.00	\$1,700.00		
Traffic Control Plans & Detour Layouts, Details, and Quantities			2	40				16							58					\$0.00	\$9,056.00		
Structural Design																							
Revise cross section per City and MoDOT comments				1	2			2							5					\$0.00	\$685.00		
Final design of retaining wall				4	8										12					\$0.00	\$1,700.00		
Check wall layout with Roadway group				1	4										5					\$0.00	\$685.00		
Finalize wall cross section				1	4			8							13					\$0.00	\$1,725.00		
Aesthetic fence details				2	4			8							14					\$0.00	\$1,890.00		
Final construction cost estimate				1	2										3					\$0.00	\$425.00		
QC/QA		1		1	2			4							8					\$0.00	\$1,164.00		
Submit final wall plans				1	2			2							5					\$0.00	\$685.00		
Revise plans per City and MoDOT comments				1	2			2							5					\$0.00	\$685.00		
Public Involvement																							
Board of Alderman presentation		4		12											16		\$25.00			\$25.00	\$2,881.00		
One on one meetings for ROW acquisition (assume 8 meetings)				16					2						18		\$100.00			\$100.00	\$3,060.00		
Create displays for ROW agent meetings with property owners				2			8		2						12		\$100.00			\$100.00	\$1,566.00		
Environmental Permitting																							
NPDES - City to pay NPDES online fee						8			16						24					\$0.00	\$3,440.00		
MoDOT Environmental tracking form									2						2					\$0.00	\$320.00		
																				Final Plans Subtotal		\$77,172.00	

Quantities By Segment

1 - Route 45 to 62nd St (1478+01.64 to 1490+50, 1	
ITEM	DESCRIPTION
1.	MOBLIZATION
2.	REMOVAL OF IMPROVEMENTS
3.	EMBANKMENT IN PLACE
4.	TYPE 1 AGGREGATE FOR BASE (6 IN. THICK)
5.	TYPE A2 SHOULDER
6.	FULL DEPTH PAVEMENT
7.	GUARDRAIL TYPE A
8.	PEDESTRIAN FENCE (STRUCTURES)
9.	CONCRETE MEDIAN
10.	CONCRETE CURB RAMP
11.	TRUNCATED DOMES
12.	CONCRETE SIDEWALK, 4 IN.
13.	CONCRETE CURB & GUTTER (2'-0")
14.	RETAINING WALLS
15.	18 IN. PIPE GROUP A
16.	PRECAST CONCRETE DROP INLET 5 FT X 3 FT
17.	PAVEMENT MARKING
18.	SIGNAGE, NEW AND RELOCATED
19.	SIGNAL INSTALLATION
20.	EROSION CONTROL
21.	MAINTENANCE OF TRAFFIC
	** MILL AND OVERLAY MAY BE COMPLETED AS PART OF MODOT'S ROUTE MAINTEN

FFY 2020 MO-CMAQ
 FFY 2020 MO-STP
FFY 2020 Total Federal
 Local Match

Total Project
MARC Project Fee

Street Lighting	
PAY ITEM	DESCRIPTION
9011030	LIGHTING POLE, 30 FT. OR 9.0 M, TYPE AT
9011106	BRACKET ARM, 6 FT. OR 1.8 M
9011300	LUMINAIRE, 150 WATT HIGH PRESSURE SODIUM
9012230	BASE MOUNTED CONTROL STATION 240 VOLT-4 CIRCUIT
9017006	CABLE, 6 AWG 1 CONDUCTOR
9018230	POLE FOUNDATION (30 FT. OR 9.0 M MOUNTING HEIGHT)
9018610	POWER SUPPLY ASSEMBLY, TYPE 1, 240/120 VOLT SERVICE, LIGHTING ONL Y
9028811	PULL BOX, PREFORMED CLASS 2

9031240	BREAKAWAY ASSEMBLY
---------	--------------------

Mill & Overlay	
PAY ITEM	DESCRIPTION
4011209	BITUMINOUS PAVEMENT MIXTURE PG64-22, (BP-1)
6221001	COLDMILLING BITUMINOUS PAVEMENT FOR REMOVAL OF SURFACING

*Note: Mill & overlay improvements may be completed by MoDOT as part of their regular highway maintenance submissions for federal-aid transportation funding, we did NOT include the "Optional Mill & Overlay Costs" into

248.36 ft)				
UNIT	UNIT PRICE	TOTAL QUANTITY	COST	ITEM
L.S.	\$30,000.00	1	\$30,000.00	1.
L.S.	\$35,000.00	1	\$35,000.00	2.
C.Y.	\$9.74	11	\$109.74	3.
S.Y.	\$8.00	304	\$2,433.55	4.
S.Y.	\$26.83	0	\$0.00	5.
TON	\$60.69	132	\$8,030.77	6.
L.F.	\$16.47	0	\$0.00	7.
L.F.	\$137.51	310	\$42,628.10	8.
S.Y.	\$37.63	0	\$0.00	9.
S.Y.	\$101.82	30	\$3,077.23	10.
S.F.	\$26.20	104	\$2,724.80	11.
S.Y.	\$39.78	1667	\$66,310.35	12.
L.F.	\$18.00	2472	\$44,488.53	13.
C.Y.	\$1,553.36	68	\$106,203.80	14.
L.F.	\$62.64	2000	\$125,280.00	15.
EACH	\$3,500.00	5	\$17,500.00	16.
L.S.	\$5,000.00	1	\$5,000.00	17.
EACH	\$750.00	10	\$7,500.00	18.
EACH	\$200,000.00	0	\$0.00	19.
L.S.	\$12,000.00	1	\$12,000.00	20.
L.S.	\$12,000.00	1	\$12,000.00	21.
SUBTOTAL			\$520,286.86	
OPTIONAL STREET LIGHTING			\$9,586.18	
ANCE OPTIONAL MILL & OVERLAY			\$60,754.39	
30% CONTINGENCY			\$158,961.91	
15% ENGINEERING DESIGN & INSPECTION			\$79,480.96	
TOTAL			\$829,070.31	
TOTAL (without OPTIONAL MILL & OVERLAY)			\$768,315.91	

\$297,000	
\$6,880,000	
\$965,000	
\$243,000	
\$1,208,000	
\$6,040	

				Street Ligt
UNIT	AVERAGE PRICE	TOTAL QUANTITY	COST	PAY ITEM
EACH	\$1,099.70	0	\$0.00	9011030
EACH	\$259.85	0	\$0.00	9011106
EACH	\$436.00	0	\$0.00	9011300
EACH	\$5,408.19	1	\$5,408.19	9012230
L.F.	\$1.42	100	\$142.00	9017006
EACH	\$810.95	0	\$0.00	9018230
EACH	\$1,553.33	1	\$1,553.33	9018610
EACH	\$1,241.33	2	\$2,482.66	9028811

EACH	\$101.26	0	\$0.00	9031240
TOTAL			\$9,586.18	

				<i>Mill & Over</i>
UNIT	AVERAGE PRICE	TOTAL QUANTITY	COST	PAY ITEM
TON	\$60.69	821	\$49,811.11	4011209
S.Y.	\$1.50	7296	\$10,943.29	6221001
TOTAL			\$60,754.39	

re program. As a result, for the MARC application
our total funding request amount.

2A - 62nd St to Past Clark Avenue (1490+50 to 1494+25,

DESCRIPTION	UNIT
MOBLIZATION	L.S.
REMOVAL OF IMPROVEMENTS	L.S.
EMBANKMENT IN PLACE	C.Y.
TYPE 1 AGGREGATE FOR BASE (6 IN. THICK)	S.Y.
TYPE A2 SHOULDER	S.Y.
FULL DEPTH PAVEMENT	TON
GUARDRAIL TYPE A	L.F.
PEDESTRIAN FENCE (STRUCTURES)	L.F.
CONCRETE MEDIAN	S.Y.
CONCRETE CURB RAMP	S.Y.
TRUNCATED DOMES	S.F.
CONCRETE SIDEWALK, 4 IN.	S.Y.
CONCRETE CURB & GUTTER (2'-0")	L.F.
RETAINING WALLS	C.Y.
18 IN. PIPE GROUP A	L.F.
PRECAST CONCRETE DROP INLET 5 FT X 3 FT	EACH
PAVEMENT MARKING	L.S.
SIGNAGE, NEW AND RELOCATED	EACH
SIGNAL INSTALLATION	EACH
EROSION CONTROL	L.S.
MAINTENANCE OF TRAFFIC	L.S.

** MILL AND OVERLAY MAY BE COMPLETED AS PART OF MODOT'S ROUTE MAINTENANCE

15%

TOTAL

** MILL AND OVERLAY MAY BE COMPLETED AS PART OF MODOT'S ROUTE MAINTENANCE

15%

TOTAL

Lighting (all of Segment 2)

DESCRIPTION	UNIT
LIGHTING POLE, 30 FT. OR 9.0 M, TYPE AT	EACH
BRACKET ARM, 6 FT. OR 1.8 M	EACH
LUMINAIRE, 150 WATT HIGH PRESSURE SODIUM	EACH
BASE MOUNTED CONTROL STATION 240 VOLT-4 CIRCUIT	EACH
CABLE, 6 AWG 1 CONDUCTOR	L.F.
POLE FOUNDATION (30 FT. OR 9.0 M MOUNTING HEIGHT)	EACH
POWER SUPPLY ASSEMBLY, TYPE 1, 240/120 VOLT SERVICE, LIGHTING ONLY	EACH
PULL BOX, PREFORMED CLASS 2	EACH

BREAKAWAY ASSEMBLY	EACH
--------------------	------

lay

DESCRIPTION	UNIT
BITUMINOUS PAVEMENT MIXTURE PG64-22, (BP-1)	TON
COLDMILLING BITUMINOUS PAVEMENT FOR REMOVAL OF SURFACING	S.Y.

375 ft)		
UNIT PRICE	TOTAL QUANTITY	COST
\$9,000.00	1	\$9,000.00
\$3,000.00	1	\$3,000.00
\$9.74	2	\$19.48
\$8.00	51	\$408.00
\$26.83	0	\$0.00
\$60.69	78	\$4,733.82
\$16.47	0	\$0.00
\$137.51	0	\$0.00
\$37.63	1.5	\$56.45
\$101.82	27	\$2,749.14
\$26.20	100	\$2,620.00
\$39.78	408	\$16,230.24
\$18.00	754	\$13,572.00
\$1,553.36	0	\$0.00
\$62.64	100	\$6,264.00
\$3,500.00	5	\$17,500.00
\$5,000.00	1	\$5,000.00
\$750.00	10	\$7,500.00
\$200,000.00	1	\$200,000.00
\$5,000.00	1	\$5,000.00
\$5,000.00	1	\$5,000.00
SUBTOTAL		\$298,653.13
OPTIONAL STREET LIGHTING		\$3,994.24
OPTIONAL MILL & OVERLAY		\$11,749.35
30% CONTINGENCY		\$90,794.21
ENGINEERING DESIGN & INSPECTION		\$45,397.10
TOTAL		\$450,588.03
L (without OPTIONAL MILL & OVERLAY)		\$438,838.68

SUBTOTAL	\$	818,939.99
OPTIONAL STREET LIGHTING	\$	13,580.42
OPTIONAL MILL & OVERLAY	\$	72,503.75
30% CONTINGENCY	\$	249,756.12
ENGINEERING DESIGN & INSPECTION	\$	124,878.06
TOTAL	\$	1,279,658.34
(without OPTIONAL MILL & OVERLAY)	\$	1,207,154.59

AVERAGE PRICE	TOTAL QUANTITY	COST
\$1,099.70	0	\$0.00
\$259.85	0	\$0.00
\$436.00	0	\$0.00
\$5,408.19	1	\$5,408.19
\$1.42	100	\$142.00
\$810.95	0	\$0.00
\$1,553.33	1	\$1,553.33
\$1,241.33	2	\$2,482.66

\$101.26	0	\$0.00
TOTAL		\$9,586.18

AVERAGE PRICE	TOTAL QUANTITY	COST
\$60.69	159	\$9,633.02
\$1.50	1411	\$2,116.33
TOTAL		\$11,749.35



2018 Budget Calendar

Dated 07-10-17

August							September							October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7				1	2	3	4						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			24	25	26	27	28	29	30

 Denotes Board of Aldermen review/action

July 2017

- 10th Review 2018 budget calendar with Finance Committee
- 24th Budget worksheets issued to staff for capital and operating budgets (all funds)

August 2017

- 9th Preliminary review of parks and nature sanctuary budget request by Community Land and Recreation Board (CLARB)
- 11th **Board of Aldermen priority setting workshop**
- 15th Public hearing on the revised property tax levy for the 2016 tax year.

September 2017

- 1st Deadline for departments to have 2018 Budget requests in to the City Administrator
- 4th – 8th Review and creation of initial operating budget for major funds and Capital Improvement Program (CIP)
- 13th Final review of Parks and Nature Sanctuary budget request by Community Land and Recreation Board (CLARB)
- 11th - 29th City administrator and department head budget meetings
 - General Fund and CIP
 - Revenues
 - Administration (includes information technology & public information)
 - Community development
 - Police
 - Municipal court
 - Public works – administration
 - Parks
 - Streets
 - Nature sanctuary
 - Transportation Fund
 - Sewer Enterprise Fund
 - Other funds

October 2017

- 2nd - 9th Review and creation of second iteration of operating budget for major funds and CIP
- 10th Planning and Zoning Commission review of proposed projects for 2018-2022 CIP
- 17th First budget work session with the Board of Aldermen on proposed 2018 budget
(3rd Tuesday - 5:30 p.m.)
Tentative Topics – Revenue forecast, General Fund operating budget, Emergency Reserve Fund, minor funds
- 30th Second budget work session with the Board of Aldermen on proposed 2018 budget and 2018-2022 CIP. (5th Monday – 5:30 p.m.)
Tentative Topics – CIP – Part 1 (focus on General Fund); debt service funds; General Fund operating follow-up

November 2017

- 7th Third budget work session with the Board of Aldermen on proposed 2018 Budget and 2018-2022 CIP. (2nd Tuesday – 6:00 p.m.)
Tentative Topics – CIP – Part 2 (focus on outside sources and minor funds); Transportation Fund, miscellaneous follow-up
- 14th Fourth and final budget work session with the Board of Aldermen on proposed 2018 Budget and 2018-2022 CIP. (3rd Tuesday – 5:30 p.m.)
Tentative Topics - Sewer Enterprise Fund and sewer CIP; summary review

December 2017

- 5th First reading of ordinance adopting the 2018 budget, 2018-2022 CIP, and amended 2016 City Budget for select funds if necessary (1st Tuesday – 7:00 p.m.)
- 19th Second and final reading of ordinance adopting the 2018 budget and 2018-2022 CIP
(3rd Tuesday – 7:00 p.m.)

January 2018

- 1st 2018 fiscal year begins
- 30th Publication of adopted 2018 budget document